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8300 Norman Center Drive • Suite 300 • Bloomington, MN 55437  
P: 952.806.3900 / F: 952.831.0624

January 7, 2011

J. Carolyn Small  
Postsecondary Approval and Registration Administrator  
200 10<sup>th</sup> Street, Fourth Floor  
Des Moines, IA 50309

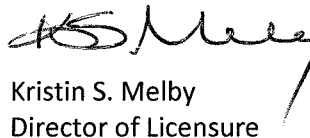
Re: Rasmussen College  
Application for Approval and Registration of a Postsecondary School

Dear Ms. Small,

Please find enclosed for filing by Rasmussen College an Application for Approval and Registration of a Postsecondary School, and a \$4,000.00 check to cover the filing fee. The application is provided in both a hard copy and a pdf format on a CD.

If you have questions or need additional information, please contact me by phone at 952-806-3929 or via email at [kristin.melby@rasmussen.edu](mailto:kristin.melby@rasmussen.edu).

Sincerely,



Kristin S. Melby  
Director of Licensure

# Iowa College Student Aid Commission

Postsecondary Registration Administrator  
200 10<sup>th</sup> Street, Fourth Floor  
Des Moines, IA 50309  
(515) 725-3470

## Postsecondary Registration Iowa Code Chapter 261B

This is the application form for all schools that are required to register under Iowa Code Chapter 261B.

All items must be completed before the registration application or the exemption will be considered received for processing. If there is insufficient space on the form to provide all requested information, use additional pages as required, numbering to correspond to the item. Other documents or materials may be attached to the form in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form and *clearly marked* for ease of identification.

**Submit one paper copy and one electronic pdf copy of the application.**

### GENERAL INFORMATION

**Q.** *Who must register?*

**A.** Registration is required for any school that maintains or conducts one or more courses of instruction, including courses of instruction by correspondence or other distance delivery offered in this state or which has a presence in this state and offers courses in other states or foreign countries and is not subject to an exception described in Iowa Code Chapter 261B.11.

"School" is defined as an entity which:

- a. Is, owns, or operates a nonprofit postsecondary educational institution.
- b. Provides a postsecondary instructional program or course leading to a degree.
- c. Uses in its name the term "college", "academy", "institute", or "university" or a similar term to imply that the person is primarily engaged in the education of students at the postsecondary level, and which charges for its services.

"Presence" means maintaining a physical, postal, telephone or internet address within Iowa. "Presence" does not mean, "located in Iowa".

**Q.** *What is required to register?*

**A.** To register, a school must first be accredited by an agency or organization approved or recognized by the United States Department of Education or a successor agency and be approved by all State of Iowa agencies with approval jurisdiction, and subsequently, except as provided in subsection 2, be approved for operation by the Iowa College Student Aid Commission.

An educational practitioner preparation program that is operated by a school that applies to register the program in accordance with this chapter must be accredited by an agency or organization approved or recognized by the United States Department of Education or a successor agency and in addition, be approved by the state board of education pursuant to section 256.7, subsection 3, and subsequently be approved for operation by the Iowa College Student Aid Commission.

**Q.** *When must registration and renewal occur?*

**A.** Registration must occur **prior** to the school commencing instruction which would bring the school under the registration requirement.

1. Registrations must be renewed every four years.

2. Registrations must also be renewed upon any substantive change in program offerings, location or accreditation.

**Q.** *Must the school also file a bond under Iowa Code §714.17 et seq?*

**A.** The provisions of *Iowa Code § 714.17 et seq.* require the posting of proof of financial security, as defined by a list of organizations that are *not* required to provide proof of financial security. There is no automatic exemption between chapters 261B and 714.

Whether a school is subject to Iowa Code Chapter 714 depends upon the specific situation of the school. A school must review the provisions of Iowa Code Chapter 714 to determine how the law applies to the school's own situation.

**Q.** *If the school is incorporated under the laws of a jurisdiction other than Iowa, must the school also obtain a Certificate of Authority to do business in Iowa? Is registration under Chapter 261B required if a Certificate of Authority to do business in Iowa has been granted?*

**A.** *Iowa Code §490.1501* requires a non-Iowa for profit corporation to obtain a Certificate of Authority from the Secretary of State before business is transacted in Iowa. *Iowa Code §504.1501* similarly requires non-Iowa nonprofit corporations to obtain a Certificate of Authority from the Secretary of State prior to conducting affairs in Iowa. Registration under *Iowa Code Chapter 261B* is not a substitute for obtaining a Certificate of Authority. An incorporated school must review the provisions of *Iowa Code §490.1501 et seq.* or *§504.1501 et seq.* in the context of the school's planned activities to determine whether a Certificate of Authority is required. The Secretary of State may be contacted at the following address.

Secretary of State  
State Capitol, Room 105  
Des Moines, Iowa 50319  
Phone: (515) 281-8993  
FAX: (515) 242-5952  
Website: [www.sos.state.ia.us](http://www.sos.state.ia.us)

**Q.** What is the fee for registration or renewal?

**A.** The complete application fee structure is as follows:

Initial application	\$4,000
Renewal	\$4,000
Substantive Change or Amendment	\$1,000

The information you provide will be open to public inspection under Iowa Code Chapter 22.11

# Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator

200 10<sup>th</sup> Street, Fourth Floor

Des Moines, IA 50309 (515)

725-3470

## Application for Approval and Registration of Postsecondary School Iowa Code Chapter 261B

Pursuant to Iowa Code Chapter 261B, the undersigned school applies for registration to conduct or maintain one or more courses of instruction, including courses of instruction by correspondence, where the courses are offered in Iowa or the school has a presence in Iowa and desires to offer courses in other states or foreign countries.

Submit a paper document and a complete duplicate in pdf format on a CD.

Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

Applications for an initial approval and registration must include a *non-refundable* check for \$4,000 payable to the State of Iowa.

Applications fees are to be sent to:

Postsecondary Approval and Registration Administrator

200 10th Street, Fourth Floor

Des Moines, IA 50309

**All items must be completed** before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Responses are required to have a minimum of a summary paragraph on this form. Responses that include only statements similar to "please see attached", will be considered incomplete. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents..

(Registrations must be renewed every four years or upon any substantive change in program offerings, location, or accreditation.)

**Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141: [(261B.4(2))] and [(261B.4(1))]**

Name of School: Rasmussen College

Suite: Suite 300

Street: 8300 Norman Center Dr.

City: Bloomington

State: MN

Zip: 55437

Country: United States

Telephone Number (including country or area code): (952) 806-3900

**Type of corporation:**

☒ For-profit

[ ] Non-profit

**Address of this school in all in other states, and in foreign countries:**

Suite	Street	City	State	Zip	Country	Telephone
#100	9160 Forum Corporate Pkwy.	Fort Myers	FL	33905-7805	United States	(239) 477-2100
	4755 SW 46 <sup>th</sup> Court	Ocala	FL	34474	United States	
	2100 SW 22 <sup>nd</sup> Place	Ocala	FL	34471	United States	
	2127 Grand Blvd.	Holiday	FL	34690-4554	United States	(727) 942-0069
#100	4042 Park Oaks Blvd.	Tampa	FL	33619	United States	(813) 246-7600
	2363 Sequoia Dr.	Aurora	IL	60506-6219	United States	(630) 888-3500
	8650 West Spring Lake Rd.	Mokena	IL	60448	United States	(815) 534-3300
	6000 East State St., Fourth Floor	Rockford	IL	61108-2513	United States	(815) 316-4800
	1400 W. Normantown Rd.	Romeoville	IL	60446	United States	(815) 306-2600
	3629 95 <sup>th</sup> Ave NE	Blaine	MN	55014	United States	(763) 795-4720
	8301 93 <sup>rd</sup> Ave. N.	Brooklyn Park	MN	55445-1512	United States	(763) 493-4500
	3500 Federal Dr.	Eagan	MN	55122-1346	United States	(651) 687-9000
#100	7905 Golden Triangle Dr.	Eden Prairie	MN	55344	United States	(952) 545-2000
	8565 Eagle Point Circle	Lake Elmo	MN	55042-8637	United States	(651) 259-6600
	130 Saint Andrews Dr.	Mankato	MN	56001-8665	United States	(507) 625-6556
	226 Park Ave. S.	St. Cloud	MN	56301-3713	United States	(320) 251-5600
	1701 East Century Ave.	Bismarck	ND	58503-0658	United States	(701) 530-9600
	4012 19 <sup>th</sup> Ave. SW	Fargo	ND	58103-7196	United States	(701) 277-3889
	1250 29 <sup>th</sup> Ave. S	Moorhead	MN	56560-5058	United States	(218) 304-6200
#100	3500 E. Destination Dr.	Appleton	WI	54915	United States	(920) 750-5900
#100	904 S. Taylor St.	Green Bay	WI	54303-2349	United States	(920) 593-8400
	1101 Westwood Dr.	Wausau	WI	54401-7804	United States	(715) 841-8000

**Address of all locations in Iowa where instruction is to be provided:**

Suite	Street	City	State	Zip	Country	Telephone

Rasmussen College will enroll Iowa residents in online courses only. Rasmussen has no current plans to establish a physical campus in Iowa.

**Tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))]**

Rasmussen College does not charge additional 'fees' or 'other' costs. Books are included in tuition, except in 300-400 level courses; Students are charged \$100 per the upper level course. Please see "Attachment A" for the list of Programs, tuition charges, Books and supplies, and totals.

**Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] If the refund policy is attached, please summarize the policy below.**

Rasmussen College shall refund tuition and other charges when notice of cancellation is given by the student in accordance with the terms explained on page 59 of the Rasmussen College Catalog and Handbook.

**Cancellation, Termination, Refund Policy**

If a student is cancelled or terminated, for whatever reason, the following apply:

- Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. A student in any term who withdraws from the College must give written notice to the College. Date of withdrawal is the last day of recorded attendance.
- The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund the amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.
- Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged ("Period of Instruction"), all tuition and fees paid, except the application fee, will be refunded. If any books and supplies provided by the College are not returned unused and in a condition such that they can be returned to the supplier, the student will be assessed a fee of \$100 per course for these books and supplies. All prepaid tuition is refundable.
- If a student has been accepted by the College and gives written notice of cancellation or termination after the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length, plus a \$100 fee for each course enrolled. After the completion of 60% of the Period of Instruction, no refund will be made.
- Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw.
- The refund policy is not linked to compliance with the College's regulations or rules of conduct.
- Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

**Degrees granted by the school [(261B.4(5))]  
Offered in Iowa [(261B.4(11))]**

Rasmussen College will offer the following online programs to residents of Iowa:

<u>Credential</u>	<u>Programs</u>
<u>Bachelor of Science Degree</u>	Accounting
	Business Management
	Criminal Justice
	Digital Design and Animation
	Game and Simulation Programming
	Health Information Management
	Healthcare Management
	Nursing Bachelor of Science (RN to BSN)
<u>Associate of Applied Science Degree</u>	Accounting
	Business Management
	Criminal Justice
	Early Childhood Education
	Health Information Technician
	Human Services
	Information Systems Management: Computer Information Technology Specialization
	Information Systems Management: Database Administration Specialization
	Information Systems Management: IP Telephony Specialization
	Information Systems Management: Network

Administration Specialization

Information Systems Management: Network  
Security Specialization

Information Systems Management: Web  
Programming Specialization

Medical Administration

Medical Assisting

Multimedia Technologies: Digital Design and  
Animation Specialization

Multimedia Technologies: Web Design  
Specialization

Paralegal

Pharmacy Technician

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Diploma

Accounting

Business

Criminal Justice

Human Services

Information Systems Management: Computer  
Information Technology Specialization

Information Systems Management: Database  
Administration Specialization

Information Systems Management: IP Telephony  
Specialization

Information Systems Management: Network  
Administration Specialization

Information Systems Management: Network  
Security Specialization

Information Systems Management: Web  
Programming Specialization

Medical Administration

Medical Billing and Coding

Multimedia Technologies: Digital Design and  
Animation Specialization



Multimedia Technologies: Web Design  
Specialization

Pharmacy Technician

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Certificate

Accounting

Business

Criminal Justice

Human Services

Information Systems Management: Computer  
Information Technology Specialization

Information Systems Management: Database  
Administration Specialization

Information Systems Management: IP Telephony  
Specialization

Information Systems Management: Network  
Administration Specialization

Information Systems Management: Network  
Security Specialization

Information Systems Management: Web  
Programming Specialization

Medical Billing and Coding

Multimedia Technologies: Digital Design and  
Animation Specialization

Multimedia Technologies: Web Design  
Specialization

Pharmacy Technician

Post –Degree Certificate

Paralegal

**Rasmussen College offers the following degrees outside Iowa:**

<u>Credential</u>	<u>Programs</u>
<u>Bachelor of Science Degree</u>	Accounting
	Business Management
	Computer Science
	Criminal Justice
	Digital Design and Animation
	Game and Simulation Programming
	Healthcare Management
	Nursing Bachelor of Science (RN to BSN)
<u>Associate of Applied Science Degree</u>	Accounting
	Business Management
	Criminal Justice
	Early Childhood Education
	Exercise Science
	Health Information Technician
	Human Services
	Information Systems Management: Computer Information Technology Specialization
	Information Systems Management: Database Administration Specialization
	Information Systems Management: IP Telephony Specialization
	Information Systems Management: Network Administration Specialization
	Information Systems Management: Network Security Specialization

Information Systems Management: Web  
Programming Specialization

Law Enforcement

Massage Therapy

Medical Administration

Medical Assisting

Medical Laboratory Technician

Medical Office Assistant

Medical Transcriptionist

Multimedia Technologies: Digital Design and  
Animation Specialization

Multimedia Technologies: Web Design  
Specialization

Paralegal

Pharmacy Technician

Practical Nursing

Professional Nursing

Professional Nursing – Mobility degree

Software Application Development

Software Systems Design

Surgical Technologist

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Diploma

Accounting

Business

Criminal Justice

Early Childhood Education

Exercise Science

Human Services

Information Systems Management: Computer  
Information Technology Specialization

Information Systems Management: Database  
Administration Specialization

Information Systems Management: IP Telephony  
Specialization

Information Systems Management: Network  
Administration Specialization

Information Systems Management: Network  
Security Specialization

Information Systems Management: Web  
Programming Specialization

Medical Administration

Medical Assisting

Medical Billing and Coding

Medical Office Assistant

Multimedia Technologies: Digital Design and  
Animation Specialization

Multimedia Technologies: Web Design  
Specialization

Pharmacy Technician

Practical Nursing

Surgical Technologist

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Certificate

Accounting

Business

Criminal Justice

Early Childhood Education

Human Services

Information Systems Management: Computer  
Information Technology Specialization

Information Systems Management: Database  
Administration Specialization

Information Systems Management: IP Telephony  
Specialization

Information Systems Management: Network  
Administration Specialization

Information Systems Management: Network  
Security Specialization

Information Systems Management: Web  
Programming Specialization

Medical Billing and Coding

Multimedia Technologies: Digital Design and  
Animation Specialization

Multimedia Technologies: Web Design  
Specialization

Pharmacy Technician

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Post –Degree  
Certificate

Law Enforcement Academic  
Law Enforcement Skills  
Paralegal

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**Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]**

Name: Kristi Waite

Suite: Suite 300

Street: 8300 Norman Center Dr.

City: Bloomington

State: MN

Zip: 55437

Country: United States

Telephone Number (including country or area code): (952) 806-3900

**Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))]. Code section 261B.9 is as follows:**

**261B.9 DISCLOSURE TO STUDENTS**

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.

3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

Before a class begins and before a student is charged for the class, a student will receive the following per Iowa state code 261B.9:

1. The name and title of each course they are registered for (found on program pages of Rasmussen College Catalog and Student Handbook).
2. A short description of each course's subject matter (See course descriptions beginning on Page 35 of the Rasmussen College Catalog and Student Handbook).
3. Students receive a bill showing the tuition charged for each course. If multiple courses are taken, the bill shows the total for all courses for which a student is registered.
4. The College's refund policy regarding tuition, fees and other charges are explained in the Rasmussen Catalog and Student Handbook (See page 59 and page 13 of the January 2011 Addendum).
5. The Rasmussen College Catalog and Student Handbook program pages indicate courses and requirements needed to complete a degree (See also Catalog page 57 for a description of graduation requirements).
6. Rasmussen College is regionally accredited by The Higher Learning Commission – North Central Association.

**Name, address, and telephone number of a contact person in Iowa.  
[(261B.4(10))]**

Name: National Registered Agents, Inc.

Suite: #222

Street: 604 Locust St.

City: Des Moines

State: IA

Zip: 50309

Country: United States

Telephone Number (including country or area code): (800) 934-2556

**Name, address, and title of the other officers and members of the legal governing body of the school: [(261B.4(6))]**

Officer Number 1

Name: J. Michael Locke, President, Chief Executive Officer, Secretary (Corporate Officer)

Suite: #400

Street: 1415 W. 22<sup>nd</sup> St.

City: Oak Brook

State: IL

Zip: 60523

Country: United States

Telephone Number (including country or area code): (630) 366-2800

For officers 2 or more, add pages as needed.

See Attachment B" for additional

Corporate Officers and Directors.

**Names and addresses of persons owning more than 10% of the school:  
[(261B.4(6))]**

Name: Robert E. King, Sr.

Suite: #400

Street: Salt Creek Ventures, 1415 W. 22<sup>nd</sup> St.

City: Oak Brook

State: IL

Zip: 60523

Country: United States

Telephone Number (including country or area code): (630) 789-0033

For owners 2 or more, add pages as needed.

See "Attachment C" for additional persons

owing more than 10% of the school.

**Name all agencies accrediting the institution. For each agency, include name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education. [(261B.4(9))] Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.**

Please see "Attachment D" for a copy of the accreditation certificate.

Accrediting agency 1

Name: Higher Learning Commission of the North Central Association

Suite: #7-500

Street: 230 S. La Salle St.

City: Chicago

State: IL

Zip: 60604

Country: United States

Telephone Number (including country or area code): (800) 621-7440

Contact Person: Dr. John Taylor

**Is this agency recognized by the U. S. Department of Education? [x] Yes [ ] No**

Accrediting Agency 2

Name: \_\_\_\_\_

Suite: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone Number (including country or area code): \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Is this agency recognized by the U. S. Department of Education? ☐ Yes ☐ No

Accrediting Agency 3

Name: \_\_\_\_\_  
Suite: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone No. (including country or area code): \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Is this agency recognized by the U. S. Department of Education? ☐ Yes ☐ No

**Describe the procedures followed by the school for permanent preservation of student records.**  
**[(261B.4(12))]**

All student records are maintained in a database on a student's assigned campus by the Registrar.

While attending Rasmussen College, a student's transcript data is stored on a server that is backed up daily. Following graduation or withdrawal, the student's file is retained indefinitely in a locked, fire-proof file cabinet.

**Provide the contact information to be used by students and graduates who seek to obtain transcript information.**

Name: Campus Registrar  
Suite: Suite 400  
Street: 8300 Norman Center Dr.  
City: Bloomington  
State: MN  
Zip: 55437  
Country: United States  
Telephone Number (including country or area code): (952) 545-6565



**List the states and approval or registration agencies for all states in which the school operates or maintains a presence.**

State	Agency Name	Address	Contact	Telephone
Florida	Commission for Independent Education, Florida Department of Education	325 W. Gaines St. Suite 1414 Tallahassee, FL 32399-0400	Mary Hamm-Ritacco	(850) 245-3213
Illinois	Illinois Board of Higher Education	431 E. Adams Second Floor Springfield, IL 62701-1404	Dr. Bob Blankenberger	(217) 557-7350
Minnesota	Minnesota Office of Higher Education	1450 Energy Park Drive Suite 350 St. Paul, MN 55108-5227	George Roedler	(651) 259-3975
North Dakota	North Dakota Department of Career and Technical Education	State Capitol Building, 15 <sup>th</sup> Floor 600 E. Boulevard Ave. Dept. 270 Bismarck, ND 58505-0610	Debra Huber	(701) 328-2678
Wisconsin	State of Wisconsin Educational Approval Board	30 W. Mifflin St., 9 <sup>th</sup> Floor Madison, WI 53708-8696	Zachary Galin	(608) 266-3185

**Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]**

Rasmussen College uses the following academic and instructional methodologies and delivery systems when offering classes to its residential and online students:

- Lectures
- Small and Large Group Discussions
- Reading Assignments
- Case Studies
- Lab Work
- Presentations
- Demonstrations
- Role Playing
- Group Projects
- Question & Answer Sessions
- Portfolio Development
- Synchronous and Asynchronous Online Discussion Boards
- Practicums (students in Allied Health programs)
- Internships/Externships (students in non-Allied Health programs)

**Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency.**

Rasmussen College has applied with the Iowa Secretary of State for a Certificate of Authority to Do Business in Iowa.

**Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?**

☐ Yes ☒ No

If yes, explain below.

**Provide the name and contact information for a U.S. Department of Education official who can verify the LST statement.**

Mark Holland  
Federal Student Aid  
U.S. Department of Education  
500 West Madison, Suite 1576  
Chicago, IL 60661  
(312) 730-1523

**Do you:**

Enroll students in Iowa? ☒ Yes ☐ No

Employ Iowa faculty? ☒ Yes ☐ No

**Do you intend to:**

Enroll students in Iowa? ☒ Yes ☐ No

Employ Iowa faculty? ☒ Yes ☐ No

**Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.**

Rasmussen College plans to enroll Iowa residents in online programs and to employ Iowa residents as online faculty.

**Name, address, and telephone number of full-time employees in Iowa.**

Rasmussen does not currently employ any full-time employees in Iowa.

**Will your school comply with Iowa Code section 261B.7 limiting the use of references to the Secretary of State, State of Iowa, or College Student Aid Commission in promotional material (See the Iowa Code for details)**

☒ Yes ☐ No

**Will your school comply with the requirements of Iowa Code section 261.9(1)"e"**

**to "g"? (See the Iowa Code for details.)**

[x] Yes [ ] No

**Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?**

[x] Yes [ ] No

**Attach a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.**

See "Attachment E"

The most recent audited financial statements available for Rasmussen College were prepared by McClintock & Associates, P.C. for the year ended September 30, 2009. The cover letter from McClintock & Associates dated February 26, 2010, indicates that the auditing firm is providing an unqualified opinion. Audited financial statements for the fiscal year ended September 30, 2010 will be available by approximately March 2011.

**Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs.**

Rasmussen College students have access to all materials housed in the physical campus libraries, as well as online resources consisting of subscription databases and e-books. The collection holdings are specifically focused to support both the programmatic and general education needs of students and faculty. All students access library resources through our secure Student Portal. Once logged in, students can navigate to:

- The library catalog, a database of all campuses' physical and e-Book holdings;
- The library databases and e-Book collections;
- Websites selected by librarians and learning center coordinators that support students' fields of study and general research needs;
- Research paper writing and APA editorial style assistance;
- Librarian contact information, including details for using our text messaging service;
- Real-time chat with a librarian or learning center coordinator (staffed daily, 80+ hours per week)

All students have access to our print resources. If a student finds an item owned by one of our campuses, we will check out and ship that item to the student's residence, along with a pre-paid envelope for return. We also provide interlibrary loan services to online students upon request. We do not charge the students for Interlibrary Loan; only lost & late fees apply.

Library resources include:

- 52,000+ physical items (books and audio-visual resources)
- 90+ databases, 97% of which are full-text
  - 60,000+ (this is a low estimate) serials
  - 100K+ images & videos
  - 20K+ eBooks and eAudiobooks (available 24 hours a day)

In addition to the extensive library resources, all Rasmussen students can take advantage of free academic support and tutoring services. Rasmussen College offers Smarthinking tutoring services to our students. Students have access to real-time tutoring in a variety of topics, including Algebra, English, Medical Terminology, and Accounting. Students may also submit writing assignments for grammar and structure review within a 24-hour turnaround. Online tech support is also available at no cost from the College's Personal Support Center that is available 24/7.

**Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.**

Rasmussen College hires faculty members who hold academic credentials appropriate to their disciplines and possess real-world expertise acquired through careers in their fields.

The College hires faculty with master's degrees or higher in the fields they teach. However, occasional exceptions are made in cases where a terminal degree is the highest level degree attainable in a particular field.

Rasmussen College faculty work with their colleagues in the Rasmussen College system in the curriculum development and review process. They meet regularly to discuss the results from student assessment data. From there, they make revisions to the curriculum. The meetings provide faculty with opportunities to discuss student learning, new program ideas, best practices, textbooks, and industry projections. Courses are developed and implemented as a result of these planning meetings. Curriculum guidance for the College is also provided by advisory boards comprised of professionals from the industries represented in the program offerings.

**Provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.**

Rasmussen College will enroll Iowa residents in online programs; the College has no current plans to establish a physical campus in Iowa.

**Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.**

See "Attachment F" for the required official statement by Rasmussen College's President, Kristi Waite.

**Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.**

Following is a list showing the address, telephone number and fax number for all internet-based and site-based educational locations, administrative locations, and service center locations operated by Rasmussen College.

## Campus Locations

### Minnesota

- Blaine Campus  
3629 95<sup>th</sup> Ave. NE  
Blaine, MN 55014  
Phone: 763-795-4720  
Fax: 763-795-4721
- Brooklyn Park Campus  
8301 93<sup>rd</sup> Ave. N.  
Brooklyn Park, MN 55445  
Phone: 763-493-4500  
Fax: 763-425-4344
- Brooklyn Park Tech & Design Center  
8245 93<sup>rd</sup> Ave. N.  
Brooklyn Park, MN 55445  
Phone: 763-315-6100  
Fax: 763-425-5726
- Eagan Campus  
3500 Federal Dr.  
Eagan, MN 55122  
Phone: 651-687-9000  
Fax: 651-687-0507
- Eden Prairie Campus  
7905 Golden Triangle Dr., Suite 100  
Eden Prairie, MN 55344  
Phone: 952-545-2000  
Fax: 952-545-7038
- Lake Elmo/Woodbury Campus  
8565 Eagle Point Circle  
Lake Elmo, MN 55042  
Phone: 651-259-6600  
Fax: 651-259-6601
- Mankato Campus  
130 Saint Andrews Dr.  
Mankato, MN 56001  
Phone: 507-625-6556  
Fax: 507-625-6557

- Moorhead Campus  
1250 29th Ave. S.  
Moorhead, MN 56560  
Phone: 218-304-6200  
Fax: 218-304-6201

- St. Cloud Campus  
226 Park Ave. S.  
St. Cloud, MN 56301  
Phone: 320-251-5600  
Fax: 320-251-3702

### Illinois

- Aurora Campus  
2363 Sequoia Dr., Suite 131  
Aurora, IL 60506  
Phone: 630-888-3500  
Fax: 630-888-3501
- Mokena/Tinley Park Campus  
8650 W. Spring Lake Dr.  
Mokena, IL 60448  
Phone: 815-534-3300  
Fax: 815-534-3301
- Rockford Campus  
6000 E. State St., Fourth Floor  
Rockford, IL 61108-2513  
Phone: 815-316-4800  
Fax: 815-316-4801
- Romeoville/Joliet Campus  
1400 W. Normantown Rd.  
Romeoville, IL 60446  
Phone: 815-306-2600  
Fax: 815-306-2601

## **Wisconsin**

- Appleton Campus  
3500 E. Destination Dr.  
Appleton, WI 54915  
Phone: 920-750-5900  
Fax: 920-750-5901
- Green Bay Campus  
904 S. Taylor St., Suite 100  
Green Bay, WI 54303  
Phone: 920-593-8400  
Fax: 920-593-8401
- Wausau Campus  
1101 Westwood Dr.  
Wausau, WI 54401  
Phone: 715-841-8000  
Fax: 715-841-8001

## **North Dakota**

- Bismarck Campus  
1701 E. Century Ave.  
Bismarck, ND 58503  
Phone: 701-530-9600  
Fax: 701-530-9604
- Fargo Campus  
4012 19th Ave. SW  
Fargo, ND 58103  
Phone: 701-277-3889  
Fax: 701-277-5604

## **Florida**

- Ft. Myers Campus  
9160 Forum Corporate Pkwy., Suite 100  
Fort Myers, FL 33905  
Phone: 239-477-2100  
Fax: 239-477-2101
- Ocala Campus  
4755 SW 46<sup>th</sup> Ct.  
Ocala, FL 34474  
Phone: 352-629-1941

- Ocala School of Nursing  
2100 SW 22<sup>nd</sup> Place  
Ocala, FL 34471
- Pasco County Campus  
2127 Grand Blvd.  
Holiday, FL 34690  
Phone: 727-942-0069  
Fax: 727-938-5709
- Tampa Campus  
4042 Park Oaks Blvd.  
Tampa, FL 33610  
Phone: 813-246-7600  
Fax: 813-621-4835

## **Administrative/Campus Support**

- Rasmussen College – Chicago Office  
1415 W. 22<sup>nd</sup> St., Suite 400  
Oak Brook, IL 60523  
Phone: 630-366-2800  
Fax: 630-366-2803
- Rasmussen College – Orlando Office  
851 Trafalgar Ct., Suite 420W  
Maitland, FL 32751  
Phone: 407-618-5300  
Fax: 407-618-5301
- Rasmussen College – Twin Cities Office  
8300 Norman Ctr. Dr., Suite 300  
Bloomington, MN 55437  
Phone: 952-806-3900  
Fax: 952-831-0624
- Rasmussen College Online  
8300 Norman Ctr. Dr., Suite 400  
Bloomington, MN 55437  
Phone: 952-545-6565  
Fax: 952-545-6564

**Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.**

Rasmussen College publishes its Grievance Policy and Procedure in its catalog so it is available for any student to review. See page 63 of the Rasmussen College Catalog and Student Handbook on page 63. The Institution's Grievance Policy and Procedure is as follows:

### **Grievance Policy**

It is the policy of Rasmussen College that students should have an opportunity to present school related complaints through grievance procedures. The College will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as a student's expressed feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College's personnel. Students should notify the College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in the policy the terms "timely fashion," "reasonable time," and "promptly" will mean ten days.

Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

### **Grievance Procedure**

In the event an applicant, student, graduate, former student, other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other member involved.
2. If the matter is not resolved to the person's satisfaction, he/she has the option to follow the appropriate steps:
  - a. Requests for further action on educational issues should be made to the Academic Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
  - b. Students who feel they have an appropriate non-academic grievance should see the Associate Campus Director/Director of Campus Operations for their campus. The Associate Campus Director/Director of Campus Operations will investigate the grievance, attempt to resolve it, and issue a decision to the student.
  - c. If the grievance is still not resolved, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

Students or other interested parties may also contact:

Iowa Secretary of State  
1007 East Grand Avenue  
Room 105, State Capitol  
Des Moines, IA 50319  
(515) 281-8993

The Higher Learning Commission – North Central Association  
<http://www.ncahlc.org>  
230 S. La Salle St.  
#7-500  
Chicago, IL 60604

(800) 621-7440

**Provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.**

Please see "Attachment G" for the Minnesota Certificate of Good Standing. Rasmussen College has applied for a Certificate of Authority in Iowa and will provide that Certificate to the Postsecondary Registration Administrator upon receipt.

**Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.**

Rasmussen College reports under one OPEID number to the U.S. Department of Education. The current cohort default rate is 6.4%.

**Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization.**

Rasmussen College's June 2010 Average Graduate Debt Load amount for the state of Minnesota is \$29,066.

**Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.**

Rasmussen College's graduation rate is reported to IPEDS and is based on the percentage of full-time, first-time students who graduated within 150% of "Normal Time" to completion of their programs. In the state of Minnesota, the overall graduation rate for students who began their studies in Fall 2003 is 47%.



**SIGNATURE**

**Applicant School Chief Executive Officer**

Kristi Waite

Name

President

Title

Signature



Date

4/7/11

**If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.**